

**College of Micronesia – FSM
Committee (Working Group) Minutes Reporting Form**

Committee or Working Group:	Human Resources Committee
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Date:	Time:	Location:
Sept. 1, 2016	3:00 P.M.	President's Conference Room

Members Present/Absent:				
Title/Representative	Name	Present	Absent	Reasons
1. Chair, HRC	Emmanuela Garcia	X		
2. Vice chair, HRC	Tetaake Yeeting		X	Administer work study workshop
3. Secretary, NTL S	Julia N. Martin	X		
4. "Ex-Officio Member" Director, HRO	Rencelly Nelson		X	
5. CHK F	Genevy Samuel		X	
6. CHK S	Marylene Bisalen	X		
7. FMI S	Regina Faimau		X	
8. KSA F	Tara Y. Tara		X	
9. KSA S	Maver Jonathan	X		
10. KSA S	Srue-Miako Sahn	X		
11. NTL F	Lucia Donre	X		
12. NTL F	Jazmin Gonzales		X	
13. NTL F	George Mangonon	X		
14. NTL F	Pearl Habuchmai Oleter-Pelep	X		
15. NTL S	Norma Edwin	X		
16. NTL S/FSS Rep	Martin Mingii		X	
17. NTL S	Alfred Olter	X		
18. NTL S	Yolina Yamada		X	On leave
19. PNI F	Bertoldo Esteban	X		
20. PNI S	Albert Amson	X		
21. PNI S	Maureen Mendiola	X		
22. Yap S	Sharon Ourun	X		

Additional Attendees:	
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Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Call to order 2. Roll call; declaration of quorum 3. Review of Agenda

- a. Schedule of meetings – with changes
 - b. HRC TOR
 - c. Review of Policies with incorporated changes
 - i. BP6001 – Purpose and Scope
 - ii. BP 6018 - Termination
 - iii. BP 6023 - Outside Employment
 - iv. BP 6032 - CSAFWCPP
 - d. Policy Development Plan
 - e. Others
4. Old Business
- a. None
5. New Business
- a. Schedule of meetings
 - b. HRC TOR
 - c. Review of Policies
 - i. BP6001 – Purpose and Scope
 - ii. BP 6018 - Termination
 - iii. BP 6023 - Outside Employment
 - iv. BP 6032 - CSAFWCPP
 - d. Policy Development Plan
 - e. Others
6. Adjournment

Discussion of Agenda/Information Sharing:

Introduction began at 3:00P.M., starting with the Chair who was calling in from Pohnpei Campus and those with her and on to National Campus and the other state campuses. Quorum was declared, and meeting was decided to proceed.

Review of Agenda

George moved and Norma seconded to adopt the agenda. Majority was in favor of the motion, so agenda was unanimously adopted.

Schedule of Meetings

Maureen moved and Julia seconded to adopt the proposed modified meeting schedule.

TOR

Membership

There is no IEQA representative. HRC should discuss with Frankie the need to assign a

representative from her department.

Meetings

If first Thursday of the month falls on a holiday, or conflicts with another college activity, the meeting shall be postponed to the second Thursday of the month.

There is a concern regarding having regular meeting during the summer. HRC Director Rencelly had suggested using faculty who are teaching during the summer as faculty representatives, but classes during the summer are everyday (M-F) and long. There is possibility for faculty representative(s) to miss meetings. Since agenda will be sent out ahead of each scheduled meeting, faculty members who can't make it to the meeting can just email their comments before the meeting and be considered present. This is for June and July only (summer session meetings only).

Emma will finalize the TOR and send out for electronic voting for adoption.

Policies:

BP No. 6001 PURPOSE AND SCOPE

George moved and Norma seconded to adopt the changes in BP no. 6001. The committee wondered about the process involving faculty and staff input, then agreed policies endorsed by the committee will be forwarded to the president of the Faculty Staff Senate for dissemination to the college community for input. The committee will then review the input prior to making final endorsement.

BP No. 6018

Add 'calendar' to "fourteen (14) days... under item no. - 2. RESIGNATION. The new sentence should read, "Resignation of an employee from College employment shall be in writing and shall be submitted at least fourteen (14) calendar days in advance of the effective date."

Add 'calendar' to at least fourteen (14) days...under item no. 3 - TERMINATION DURING PROBATION. The new sentence should read When the President finds it necessary to terminate an employee during the probationary period there shall be provided to the employee at least fourteen (14) calendar days advance notice in writing."

Add 'approved' to leave of absence in 4c to read "The employee fails to report to work within 14 calendar days of expiration of his/her approved leave of absence."

Add 'approved' to 4c1 to read "The employee does not return to duty at the expiration date of his/her approved leave of absence (with or without pay);"

Removed 4c2 'Reasonable Efforts'

Retained 4e, 'Termination as a result of disciplinary action...'

The committee agreed to ask Rencelly to clarify why she added the 'add-on' (reasons for the changes) to BP No. 6018.

Forward BP No. 6018 TERMINATION to Faculty Staff Senate for further action (involving the community).

Policy Development Plan

Members are advised to email Emma the policy (in order/priority) they want to address so she can forward it to Rencelly.

Pohnpei Campus got disconnected, so meeting was adjourned (at 4:07).

Comments/Upcoming Meeting Date & Time/Etc.:

Handouts/Documents Referenced:

- Policy Development Plan Academic Year 2015-2016
- HRC Term of Reference (TOR)
- BP No. 6001 Purpose and Scope
- BP No. 6018 Termination
- BP No. 6023 Outside Employment and Activities
- BP No. 6032 Controlled Substance and Alcohol-Free Workplace and College Premises Policy

College Web Site Link:

Prepared by:	Julia N. Martin	Date Distributed:	9/01/2016
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Approval of Minutes Process & Responses:

Submitted by:	Julia N. Martin	Date Submitted:	10/13/2016
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- Forward BP No. 6018 to Faculty Staff Senate

Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments